



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 04-65

05 NOV 04

EXPIRATION DATE 13 DECEMBER 2004

**FEDERAL FLEXIBLE SPENDING ACCOUNT PROGRAM
(FSAFEDS)
2005 OPEN SEASON
8 NOVEMBER – 13 DECEMBER 2004**

1. The Federal Flexible Spending Account Program (FSAFEDS) Open Season begins on Monday, 8 November through 13 December 2004. These are the same dates as the 2005 Federal Employees Health Benefits (FEHB) Open Season.
2. Unlike FEHB, enrollments in FSAFEDS do not carry over from year to year. Technicians wishing to participate in FSAFEDS for 2005 must enroll during Open Season, **even if they are currently enrolled**.
3. FSAFEDS offers two types of flexible spending accounts: a health care flexible spending account (HCFSA) and an independent care flexible spending account (DCFSA). An HCFSA pays for qualified medical expense for the employee (and all eligible family members) that are not reimbursed by an FEHB plan or any other type of insurance. A DCFSA pay for childcare or adult dependent care expenses that are necessary to allow the enrolled employee or his/her spouse (if married) to work, look for work, or attend school full-time. Both accounts allow technicians to pay for qualified expenses with pre-tax dollars.
4. Open season enrollments will be effective on 1 January 2005. Eligible technicians who wish to enroll during this Open Season for the 2005 Plan Year may do so in one of two ways: through the website at www.FSAFEDS.com by clicking on the "enroll" link; or by contacting an FSAFEDS benefits counselor Monday through Friday at 1-877-FSAFEDS (372-3337). FSAFEDS enrollments are received and processed by the Program's third-party administrator, SHPS, Inc.
5. In addition to enrollment, the FSAFEDS website contains site features to include an overview of FSAs, Frequently Asked Questions (FAQ's) and much more. If you need additional information, contact a benefits counselor or email any questions about FSAFEDS to FSAFEDS@shps.net.


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